

C-O-N-F-I-D-E-N-T-I-A-L

This Notice Expires 1 June 1982

Subject
File

PERSONNEL

13 November 1981

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DOMESTIC SERVICE VIS-A-VIS THE CIA
RETIREMENT AND DISABILITY SYSTEM (U)

Reference: [redacted]
[redacted]

1. The Office of Personnel has continued to maintain on an updated basis the information which was developed to assist employees seeking guidance in determining whether or not certain periods of their domestic service with the Agency might be creditable as qualifying service for the CIA Retirement and Disability System (CIARDS). This information has been provided in the form of sample cases of the types of domestic service which have been approved, as well as those which have not, as qualifying service. All cases have been sterilized in the interest of security. (U)

2. The principal Career Service office of each directorate has been furnished with a complete set of examples of such service. These may be reviewed by any employee interested in checking his or her domestic service against the examples. This information also is available in the Retirement Board Secretariat (RBS), 906 Ames Building, extension [redacted] (U)

3. Those employees who have completed domestic service which they believe is qualifying under CIARDS, but who have not completed sufficient service (60 months) to have their cases adjudicated for designation as participants in CIARDS, are encouraged to record the full details of this service in writing, including precise descriptions of length(s) of time and specific dates; the location(s) where such service was performed; [redacted]

Qualifying service also may include duty which requires substantial risk to life and health or duty which, when retirement is imminent, is adjudged to have been so sensitive or so specialized that security requirements forbid disclosure so that, as a result, it is unlikely that the employee can obtain employment for which he or she would be qualified otherwise. (C)

4. Employees should have their written records attested by the supervisors who have definite, firsthand knowledge of the duties and circumstances of each period of service which employees believe meet the criteria for qualifying service. These records then should be forwarded to the appropriate Career Service personnel officer who will ensure that they are retained in Career Service files for appropriate action at a future date. Employees preparing such records should surface their interest in being considered for CIARDS when they believe they have

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attained the required 60 months. Employees who already have completed what they believe to be 60 or more months of qualifying service should arrange to have their written and attested record conveyed to the Retirement Board via their Career Service as soon as possible so that their cases can be considered and a determination made as to whether or not the service is qualifying. If it is adjudged to be qualifying, they immediately will be designated as participants in CIARDS. (U)

5. The Executive Secretary of the Retirement Board, [] is available to supply further information or to answer questions regarding the contents of this notice. He is located in 906 Ames Building on extension [] (U)

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Harry E. Fitzwater
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)